

INDIVIDUAL PROGRAM PLAN

**PROBATION
COMMUNITY AFTERCARE
INTERSTATE COMPACT ON
JUVENILES**

7/1/02

INDIVIDUAL PROGRAM PLAN

The Individual Program Plan (IPP) is the method used by the Department of Children's Services to document the needs or areas of concern regarding an individual youth on probation, community aftercare or Interstate Compact on Juveniles (ICJ) supervision. The IPP documents the provision of treatment and/or services and the progress youths make toward discharge from supervision. An IPP is provided for each student under probation/community aftercare/ICJ supervision of the Department of Children's services. The IPP is used to define a starting point of supervision by identifying needs/areas of concern to determine a treatment course of action.

The youth's involvement and his/her family's involvement in the entire IPP process are critical so that all can clearly understand what is expected. The youth and his/her family should have input in each step of the process. The IPP must be written in brief, understandable language. It should always be considered a working document. As desired outcomes are achieved or new needs/areas of concern are identified, it may be necessary to revise the IPP.

The probation/community aftercare/ICJ Individual Program Plan process has two goals:

1. The primary goal is to ensure that the youth and his/her family receive maximum benefit from services provided.
2. The second goal is to provide clear behavioral expectations for the youth.

Expectations for the youth must be clear in terms of what the case manager expects from the youth, not what action the case manager plans to take. Service needs will be identified during the social history investigation or from any other available assessments. Staff should always use all available departmental and community resources when assisting the youth and his/her family.

The IPP is divided into five distinct areas in which case managers should identify the needs of the youth. They are: **1) Health, 2) Educational/Employment, 3) Social Skills, 4) Personality/Behavior, and 5) Court/Community.** These five areas will be addressed for each youth and issues in each area could include:

- 1) **Health** – medical/dental needs, TennCare coverage, medical conditions, medications, treatments, sex/family life, and education.

The case manager will monitor the youth's medical needs, encourage the youth and parent/guardian to secure appropriate treatment and assist them in the referral process if necessary. The provision of these medical services will be the responsibility of the parents and youth.

- 2) **Education/Employment** – academic or vocational needs, career counseling, budgeting, GED preparation, school attendance, homework, and behavior at school.

Most youths in the community are required to be enrolled in some education program. Youths qualifying for special education services will have an Individualized Education Plan (IEP) developed by their school system. A youth's needs may include a general academic program, special education program, vocational program, or adult basic education leading toward securing a GED certificate. In some situations employment will be a factor to be addressed whether it is part-time or full-time.

- 3) **Social Skills** – independent living, recreation, use of leisure time, personal hygiene, housekeeping, care of personal items, and childcare.

This area should be developed with the youth's every-day life skills in mind. One of the primary functions of this area is to identify skills that the youth will need to master to help him/her to live independently some day.

- 4) **Personality/Behavior** – delinquent/unruly acts, peer/family relationships, conflicts with authority figures, grief, physical/sexual abuse, self-esteem, and substance abuse. Specific counseling needs should be addressed in this area.

The case manager may be able to meet some of these needs or may assist the youth in obtaining specific counseling from a mental health professional.

- 5) **Court/Community** – restitution, community service work, curfew and other special conditions ordered by the court.

Specific and required actions on the part of the youth and a means to carry them out should be addressed.

In each area the case manager should identify needs or areas of concern and then plan a course of action to meet that need/area of concern.

An example might be:

Health

- 1) **Need/Area of Concern:** *Fred has an asthmatic condition.*

Course of Action: *Fred will keep all doctors appointments. He will keep his prescriptions filled and take his medication as instructed.*

Always remember that our job is to identify those services or youth actions that will facilitate the youth's efforts toward discharge from supervision.

TIME ELEMENTS

Probation

When a youth is referred for probation supervision, the case manager is required to prepare a completed social history within twenty (20) working days. Using the social history any other available documents (psychological evaluations, school records, etc.) and parental/youth input, the case manager will develop a Probation Individual Program Plan for the youth. This plan should be completed, reviewed by the supervisor, the youth and the parent/guardian within twenty (20) working days of the referral. The youth will be given a copy of the IPP and the original will go in the youth's case file.

Release to Home Placement (Aftercare)

Planning for a youth's home placement begins at the time of the youth's commitment. Actual preparation of the Aftercare Individual Program Plan begins at the time of the youth's release staffing. The case manager should attend the release staffing when a youth is in a program located within the Grand Region of the case manager's office. If a youth is in a program outside the Grand Region, the case manager will contact the assigned placement case manager and the youth to discuss the youth's upcoming Trial Home Placement. Needs/areas of concern should be identified from this discussion and from the release summary. Upon the receipt of the Trial Home Placement/Release documents, the case manager will complete the IPP and obtain his/her supervisor's signature. Upon the youth's return to the community, the IPP will be reviewed with the youth and the youth's parent/guardian. They will sign the IPP and be given a copy.

Interstate Compact on Juveniles (ICJ)

When a youth from another state is supervised by the Department of Children's Services, an Individual Program Plan (IPP) will be completed within twenty (20) working days of acceptance of supervision or arrival of the youth in the home. The youth will be given a copy of the IPP and the original will go in the youth's case file.

Quarterly Reviews

Individual Program Plans for youth on probation, ICJ supervision or aftercare home placement will be reviewed at least every three (3) months. The review will be documented on the Program Operations Quarterly Review, form CS-0581, for probation and aftercare home placement cases and on the Interstate Compact on Juveniles Quarterly Progress Report form for cases on ICJ supervision. Quarterly reviews will be discussed with the youth and the parent/guardian. The quarterly review will serve as a time to discuss any new needs/areas of concern that have been identified as well as a time to discuss the youth's progress. The completed quarterly review will be signed by the youth, the youth's parent/guardian, the case manager, and the case manager's supervisor. The review will be placed in the youth's case file. Copies shall be sent to the committing court if requested. The ICJ quarterly report shall be sent in triplicate to the Deputy Compact Administrator in central office.